

**CONFIDENTIAL**

FBIS-1468/85

3 DEC 1985

MEMORANDUM FOR: Acting Deputy Director for Science and Technology

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Recommendation for Quality Step Increase -

1. I hereby recommend [redacted] GS-08, for a Quality Step Increase in recognition of her excellent work in the newly formed FBIS television processing center. [redacted] has not previously had a QSI.

2. [redacted] most recent PAR indicated that she has been serving as acting chief of the FBIS television processing center and in effect has been running the operation for the most part single-handedly; the senior person is on extended sick leave, several of her coworkers have been seconded to staff the DDI satellite dish, and the others are on lengthy travel--this at a time of heightened high-level interest in FBIS television processing and a consequent heavier work flow and increased consumer requests for special television services.

3. The pressure since the beginning of her stewardship has mounted significantly, as have the demands on her technical skills, but [redacted] performance has been highly professional and competent at all times. From the very beginning of her assignment to FBIS she has been a significant asset to our growing television operations, bringing good technical capabilities, a positive attitude, and a cheerful disposition to a complex and demanding job.

4. Your approval of a QSI for [redacted] is requested.

APPROVED:

Acting Deputy Director for Science and Technology

Date

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[Redacted]

DDS&T/FBIS [Redacted] (21Nov85)

Distribution:

- Orig - Addressee (fwd to OPF)
- 1 - D/FBIS (to be returned)
- 1 - P&TB (to be returned)
- 3 - DDS&T

Retained in FBIS

- ✓ 1 - D/FBIS Chrono
- 1 - JDC Corres. File
- 1 - P&TB
- 1 - [Redacted] File
- 1 - C/MOD
- 2 - C/Ops

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